

business and industrial coordinating council



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ROLAND E. STEWART, EXECUTIVE DIRECTOR
June 1971

EXECUTIVE DIRECTOR'S REPORT

DEVELOPMENTS AT THE COLLEGE OF MEDICINE & DENTISTRY

Since the fall and winter confrontations at the College of Medicine & Dentistry and the exodus of Dr. Cadmus, Personnel Director Reichold and Hospital Administrator Scott, the BICC Executive Director has been involved in at least 3 or 4 meetings a week related to hospital procedures and its organization. The Executive Director has been named chairman of the Job Programming Committee, which deals primarily with organizational structure and a table of organization for the college. Already requested has been a layout of the College of Medicine & Dentistry, as it is, with the departments being shown. To be developed will be the number of people in each of the departments existing by name and by race, so that the in-coming president elect, Dr. John Bergen can have an opportunity to analyze or either re-structure the organizational flow of the newly formed N.J.C.M.D. The second charge that has been given to the BICC Executive Director is that of chairman of the Grievance Procedure Committee. It should be pointed out that the grievance procedure was one of the most outstanding unhappineses that the employees of the College of Medicine & Dentistry had during the fall. Somewhat of a formidable task to implement, the BICC Director and his committee will be meeting regularly to construct the best possible grievance procedure that can be for the employees.

HUMAN RELATIONS AT NEW JERSEY COLLEGE OF MEDICINE & DENTISTRY

BICC was approached by the training component of N.J.C.M.D. to either sponsor, conduct or arrange for human relations training for the staff of supervisory and upper management personnel at the college. BICC was pleased to refer them to the Institute for Training Program Development, a principal of which is Mr. Robert W. Hoffman Jr., one of the primary success people for SEED, who is now a consultant in human relations and sensitivity training. Mr. Hoffman has submitted a proposal to conduct an organizational development project for N.J.C.M.D., which should be implemented within the next month.

MEDICAL HEALTH CAREERS

Mr. Boykin and Miss Rosner have begun to develop a medical health careers proposal. They have just sent surveys to many of the hospitals in Essex County to determine staffing patterns and areas where their expertise in training can be best used. Mr. Martin Parker of the Health Council has offered his technical assistance to aid in development of the proposal which may turn into a "Job 70" contract hopefully, and to set up a meeting with the hospital administrators and their personnel managers to obtain their needs, requirements and suggestions.

ASSISTANCE TO DAY CARE CENTERS

BICC staff has researched and done the ground work for proposals for 2 of the day care centers in Newark. The 2 Day Care Centers in question are the Iron Bound Day Care Center and the King Memorial Day Care Center. Mrs. Calloway, one of our Vocational Analysts, has worked with both of these day care centers in getting together information to submit to various funding sources. Both Iron Bound Day Care and King Memorial have extended their gratitude and appreciation for our assistance.

NEW JERSEY BELL GRADUATION - MONDAY, JUNE 1, 1971

BICC attended its second consecutive graduation at Vail Hall, this time graduating 5 from the BICC/Bell class. One is employed as a clerk typist at Rutgers University. Another has high blood pressure and will not be seeking employment until June. A third graduate has been interviewed and accepted at the Veteran Administration Hospital of New Jersey. One graduate has acquired basic skills and will soon be moving out of the state. The final graduate has been employed as a clerk typist at Rutgers University and is being converted to the position of a permanent clerk typist, due to the improvement of her basic skills as a result of the BICC/BELL Typing Class.

Some of the problems encountered with the non-graduating persons, included baby-sitter problems, and a lack of interest on the part of 2 persons. Don Hagon indicated that Bell is continually interested in co-sponsoring this type of satellite program and will begin a new one in September of this year.

VIVIAN MONTALVO

Vivian Montalvo is a Spanish speaking 17 year old mother who worked with the BICC staff in Nov. 1970 as a result of being placed here by COPE. Mrs. Montalvo not only performed light clerical functions, but was responsible for interpreting for Spanish speaking applicants. Due to the illness of her daughter in 1971, she had to leave the COPE/BICC affiliation. However, when the child's health improved Mrs. Montalvo returned to BICC seeking assistance in securing employment and through the process of the computer matching method was found that she had a high interest in working with people, and had some kinds of underlying skills and tendencies which showed that she would perform well as a nurses aide or physician's assistant. She was referred and interviewed as a candidate for a dental assistant and Mrs. Montalvo was hired. She is in the process now of being well on her way to becoming a top flight dental assistant. BICC is proud of this on a three-fold basis; (1) On the basis of inter-agency cooperation and direction (2) it shows again an effectiveness of the computer match analysis (3) we consider Mrs. Montalvo an alumna of BICC itself.

PRUDENTIAL VOLUNTEERS

During the month of March, BICC was approached by 2 persons from the training staff of the Eastern Home Office of Prudential Life Insurance Co, to work in cooperation with the BICC for a minimum of 6 hours per week as volunteers. It appears that Prudential has offered to pay some members of their staff for 3 hours of volunteer work if they donate equal time. Both gentlemen were not too desirous to be emptying bedpans, and doing menial labor but indicated that they would be more than happy to operate within the framework of their specialties at Pru. This being the case, Mr. Charles Catlett was asked to put together a comprehensive reading improvement plan which would appeal to the disadvantaged, the dropout, minority and the left out person in society. Mr. Dennis Foster was challenged to put together an English as a second language program which would be effective for the indigenous Puerto Rican population in the City of Newark, who do not have the ability to speak English. Both gentlemen were challenged with the self-interest motive, since if they were able to construct the kind of program which would be successful for BICC, it would also be successful with possible universal application throughout the Prudential system. It appears at this sitting that the projects worked on by these gentlemen have met with enthusiasm and has resulted in a kind of program and proposal for about \$71,000 under intense scrutiny and discussion at Prudential.

RUTGERS GRADUATE SCHOOL OF SOCIAL WORK

The Rutgers University Graduate School of Social Work has requested that BICC supervise and coordinate with them the exposure of one of their undergraduate social work students in a kind of internship. Mr. Wayne Brown, a junior in the Rutgers School of Social Work has been with BICC on a twice per week basis for the last 3 months. Deriving hands on kinds of experience, work-in a community agency, and writing a paper related to experiences of BICC applicants with N.J. State Employment Service, Mr. Brown's paper will serve as a kind of a background document for observations made by BICC and also as a study to be submitted to his professors for consideration for his degree.

FIREMANS PLAQUE

On May 8th concurrent with a proclamation by the Mayor of the City of Newark, the following 3 organizations presented a plaque to the City of Newark Fire Department for their continued concern and devotion exhibited over the years. Involved were the Greater Newark Urban Coalition, Urban League of Essex County and the BICC. Despite some negative feelings from parts of the community, the Executive Directors of the 3 organizations warned that despite our thanks for service, we would continue to criticize the closed fraternity sense of the department, the exclusion of minorities, and institutional kinds of insensitivity.

CAMPS CONFERENCE

The director, consultant, and Mr. Boykin attended Harry Wheeler's two day CAMPS Conference on April 23rd and 24th. Out of the conference came alliances with the firemen and a resultant plaque. Also indicated was BICC's intention to do something related to Human Relations for Newark business employers.

AMBULANCE SQUADS

The South Side Squad is doing it's usual fine job and is now looking forward to obtaining another ambulance to help handle its load. They are also introducing 16 year olds into their program as cadets in an effort to bring strong continuity and growth.

The Dayton Ward is finally ready to roll. They have a location on Virginia Street and are undergoing additional training. The ambulance had a malfunction in the engine and since the warranty had expired, the cost of same had to be absorbed by the group. A progress report is pending.

The Central Ward Ambulance has been turned over to the United Spanish Organization as of June 23, 1971 and they plan an inauguration ceremony to introduce the ambulance service Saturday, June 26, 1971. Mr. Iglesias is currently acting as BICC's liaison in this matter. In the interim a new group in the Central Ward has expressed desire in operating an ambulance service and is currently undergoing training. This group, The Organization of Black Citizens, has come to BICC for help in finding & sponsoring another ambulance to render service in the Central Ward. Mr. Albert McNeil is the President of this group. To date, BICC has arranged for meetings with Merck & Co. of Rahway, and Bristol Meyers in Hillside to discuss the possibility of funding such a venture. A third party, Englehard Industries has expressed interest and data is being sent for their perusal. Model Cities will not be able to do anything according to Mrs. Rowe, Administrative Asst. to Mr. Junius Williams, until after July 1, 1971, if then.

LANGUAGE LAB

The Health Careers proposal involving N.J.C.M.D., Essex County and potentially N.I.M.H. is in its final draft stage. The rationale has been completed with defined areas of concerns. However, staff is to meet with the Hospital & Health Council of Metropolitan New Jersey and the various hospitals in the area to determine their needs as determined by a BICC survey and how BICC can help, recruit and train persons

SPACE AT 309 WASHINGTON STREET

BICC staff met with Mr. Emil Eidschun of Prudential about space at 309 Washington Street, to get a breakdown of square footage of the 5th floor area for training. Mr. Emil Eidschun indicated the area in question includes: 3 classrooms, 1 regular office, 1 small office, 1 executive office, 1 reception area including counter and lobby. This is a total of 4473 square feet. The rental for this space is \$3.75/sq. ft. or a total of \$16,773.75. This rental includes air conditioning, elevator, heat and lighting. If used at night an additional \$35 per night will be charged. The space at 901 Broad Street for the same approximate area is \$14,200 and includes the same services.

VOCATIONAL REHABILITATION

Mr. Boykin met with Freeholder Thomas Cooke to discuss the possible BIOC involvement in vocation rehabilitation and training of in-mates in Essex County Penal Institutes as well as in the County Hospitals. Mr. Krebs who is supervisor of finance for the county is also involved. Most recently, meetings have been held with Dr. Kallem, Administrator, and staff of Essex County Hospital, Cedar Grove to discuss BIOC involvement in pre-release employment counselling and training on or off premises. Hopefully, patients can be trained for meaningful employment before release.

DRIVER TRAINING

The BIOC staff during a meeting came up with an idea that since Bell Telephone and Public Service frequently need drivers for various functions, that perhaps something could be worked out with them to provide some of their obsolete or depreciated vehicles towards a driver training course for those persons who qualify in every other way except they do not have a drivers license. It is a known fact that ghetto dwellers do not have access to automobiles nor do they have economic clout to be eligible to purchase the same. The other dynamic is the fact that high school or grammar school dropouts do not get an opportunity for driver education in the 6 or 7th grade, and since they are denied this opportunity by virtue of dropping out, they very seldom have this skill unless they otherwise acquire it through stealing a car or having a friend who is willing to let them drive in some area through the street and acquire the knowledge. It was thought that with all the vacant land in the City of Newark, that some area could be designated where persons could be taught to drive, and acquire their drivers licenses. Any suggestions or assistance will be welcomed.

BOY SCOUTS

BIOC assisted in recruiting scouts for the Robert Treat Council. Sealand Service graciously underwrote a dinner for 25, at Ebony Manor on March 31st.

MEETINGS WITH THE CHAMBER

Several meetings have been held with Mr. Don McNaughton and Mr. Charles Hall to establish dialogue between the Chamber and the community organizations. Requested were actions by the Chamber to assist businesses and revitalize the Roseville, Bergen St., and Springfield Avenue areas as well as downtown. The additional request was for black businessmen to be involved on the Chamber Board. The latter has come about. BIOC also requested \$500 payment from NAB for consultant services related to the consortium. No action to date.

JOBS AND TRAINING

BICC as well as other job placement agencies is undergoing a job drought. Job openings for sophisticated people are practically non-existent at this point. No summer jobs for students is a general rule.

Attached is a copy of statistical data through June 1971 and the hires from February through the same period.

IN RESPONSE TO SEVERAL REQUESTS BY EXECUTIVE COMMITTEE MEMBERS, ALSO ATTACHED IS THE ATTENDANCE FOR ALL MEMBERS FROM JANUARY 1970 thru MAY 1971 FOR YOUR INFORMATION.

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1971

HIRES FOR THE MONTH OF FEBRUARY

<u>NAME</u>	<u>COMPANY</u>	<u>JOB</u>
MOULTRIE, Earleen	United Community Corp.	Clerk Typist
SACKO, Betty	1st Jersey National Bank	Teller Trainee
MOORE, Alfred	Newark Dressmaker Supply Co.	
HARRIS, Maxine	Teare & Buck Esqs.	Secretary
HAND, Sheila	Rutgers University	Secretary
KHAN, Janet	BICC	Computer Operator &
		General Clerical
SMITH, Mary	United Community Corp.	Community Researcher
CADE, Patricia	BICC - Rutgers Clerical Training	Instructor

HIRES FOR THE MONTH OF MARCH

JOHNSON, Greg	Ford North East Jobs Institute	Auto Mechanic Trainee
BREWSTER, Ward	" " "	"
JIMENEZ, Felix	N.J. Bell Telephone Company	Supplyman
FLOWERS, Linda	Dr. Ackerman. DDS	Dental Assistant
ELEY, Carolyn F.	Rutgers University - Newark	Clerk Typist
BARNES, James	J. Wiss & Sons	Machine Operator
HUTCHINSON, Vera E. (cm)	Fidelity Union Bank	Stock Transfer Clk.

BICC/BELL CLERICAL TRAINING

TUDDLES, EVELYN	(cm)
GOODWIN, Cherry	(nc)
LASSITER, Diane	(cm)
RATLIFF, Valrie	(ca)
JONES, Juanita	(cm)
COLEMAN, Annette	(ca)
NOPAL, Migdalia	(ca)
JACKSON, Arthur	(ca)
PEREZ, Linda	(nc)
DEANS, Deborah	(ca)

BICC/PRUDENTIAL CLERICAL TRAINING

SOLOMON, Irene	(ca)
HICKS, Mozell	(cm)
McREYNOLDS, Brenda	(ca)
JOHNSON, Annie	(ca)
JOHNSON, Carrie	(ca)
FIELDS, June	(cm)
YANCEY, Carolyn	(cm)

BICC/NEW JERSEY BELL TELEPHONE CLERICAL TRAINING

SANDERS, Viola	(ca)
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1971

HIRES FOR THE MONTH OF APRIL

<u>NAME</u>	<u>COMPANY</u>	<u>JOB</u>
FLEMINGS, Edw. Lloyd	(ca) Howard Savings Bank	Teller Trainee
JOHNSON, Annie	(ca) Rutgers - Newark	Clerk Typist
LASSITER, Diane	(ca) " "	Circulation Clerk
EDDINGS, Cynthia	(Nc) Newark City Hall	Clerk Typist
MONTALVO, Vivian	(ca) Dr. Ackerman - DDS	Dental Assistant
FREEMAN, Caroline	(ca) Rutgers - Newark	Cashier Clerk
ORDINOLA, Carmen	(ca) Public Service	
LEWIS, Gerald	(ca) Lafayette Radio & Elec.	Sales Clerk

BICC/Rutgers CLERICAL TRAINING

SOURS, Drucilla	(nc)
LITTLE, Arnell	(nc)
MURPHY, Shirley	(cm)
THOMAS, Yolanda	(ca)

BICC/NEW JERSEY BELL TELEPHONE CLERICAL TRAINING

TORRENCE, Paula	(ca)
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BICC/MUTUAL BENEFIT LIFE CLERICAL TRAINING

ROBINSON, Lillian	(ca)
COBB, Patsy	(cm)
HAYWARD, Lucy	(cm)
WILLIAMS, Minnie	(cm)
COPELAND, Alice	(ca)

BICC/PRUDENTIAL CLERICAL TRAINING

CALLOWAY, Bernice	(ca)
JOHNSON, Carrie	(ca)

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HIRES FOR THE MONTH OF MAY

<u>NAME</u>		<u>COMPANY</u>	<u>JOB</u>
LITTLE, Arnell	(ca)	Newark City Hall	Clerk Typist
BURTON, Larry	(ca)	C.I.R.C.S.	Court Liason
ELY, Carolyn	(ca)	Newark City Hall	Clerk Typist
WASHINGTON, Jon	(P)	Prudential Ins. Co.	Financial Analyst
RATLIFF, Valarie	(ca)	Babyland Nursery	Clk. Typist, Hkkpr.
BERMAN, Alan	(nc)	Weston Instrument	Jr. Tax Accountant
DANIELS, Mary	(ca)	Newark City Hall	Clerk Typist
SMITH, Deborah	(ca)	Martland Medical Center	

BICC/MUTUAL BENEFIT LIFE CLERICAL TRAINING

MACK, Dorothea	(ca)
PEGRAM, Clara	(cm)
SMITH, Dolores	(ca)
HARRIS Albert	(ca)

BICC/PRUDENTIAL CLERICAL TRAINING

LOVELACE, Sarah	(ca)
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BICC/ NEW JERSEY BELL TELEPHONE CLERICAL TRAINING

NAZARIO, Elsa	(ca)
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1971

HIRES FOR THE MONTH OF JUNE

<u>NAME</u>		<u>COMPANY</u>	<u>JOB</u>
NELSON, Louis B.	(nc)	Rheingold Breweries	Laborer
TROUTMAN, Bimay	(nc)	Prudential Ins. Company	File & Mail Clerk
SCHROEDER, Margaret	(nc)	Muires Dept. Store	General Clerk
RHODES, Eddie	(ca)	Supermarket Genl.	Warehouseman
BROWN, Wayne	(ca)	Newark Airport Parking	Cashier
MORRISON, Alfred	(ca)	Hoffman LaRoche	Custodian
GONZALES, Maria	(nc)	Martland Hospital	Child care
ARMSTRONG, Essie	(nc)	Project Child	Interviewer

BIOC/MUTUAL BENEFIT LIFE CLERICAL TRAINING

Bohr, Miriam (ca)

BIOC/RUTGERS CLERICAL TRAINING

DAVIS, E. Leondra (ca)

APPLICANTS	ACCU. TOTAL	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
1. NEW APPLICANTS	730	6	38	75	54	59	135	122	96	105			
2. REPEAT APPLICANTS	243	4	34	23	23	21	31	35	22	33			
3. TOTAL	973	57	72	98	87	80	166	157	118	138			
EDUCATION HSE										3			
1. HISC	313	7	21	29	47	37	62	53	32	25			
2. HSC	388	17	38	37	32	27	70	72	55	40			
3. 1 3 yrs.	145	3	12	12	7	16	28	26	28	23			
4. COLLEGE DEGREE	41	7	1	1	1	2	6	6	3	14			
REFERRALS EMP.	329	31	42	50	37	21	36	37	22	53			
1. COM. MATCH	46	5	3	13	2	3	5	9	2	4			
2. COM. ASSIST.	115	4	15	11	13	11	17	17	9	18			
3. NON COM.	140	13	22	24	21	6	11	11	10	22			
4. PROFESSIONAL	28	9	2	2	1	1	3	-	1	9			
HIRE EMP.	84		7	12	16	10	8	9	6	8			
1. CM	20	0	0	0	0	0	1	1	0	0			
2. CA	35	2	3	4	5	4	5	5	4	3			
3. NC	32	4	9	2	5	2	2	0	3	5			
4. PROFESSIONAL	4	0	0	0	0	1	2	0	1	0			
REFERRALS TRNG.	68	3	2	3	5	3	14	24	12	2			
1. CM	14	0	0	0	0	1	3	6	4	0			
2. CA	37	1	1	1	2	0	8	15	8	1			
3. NC	16	2	1	2	3	2	3	3	0	1			
4. PROFESSIONAL	0					-	-	-	-	-			

BANKS:

People: 202

Job: 123 (Active)

Training: 7

VI	ACCEPTANCE TRNG.	ACCTG.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.
		TOTAL												
1.	CM	12	0	0	0	0	0	3	5	4	0			
2.	CA	34	2	0	1	2	0	8	13	7	1			
3.	NC	14	2	0	1	3	2	3	2	0	1			
4.	PROF.	0	0	0	0	0	0	0	0	0	0			
	Total accepted	60	4	0	2	5	2	14	18	11	2			
VII	RESIDENCE													
1.	NEWARK APPS.	766	44	58	84	75	67	124	134	94	86			
2.	NON NEWARK APPS.	174	13	14	14	12	13	42	23	24	19			
VIII	AGE OF APPS.													
1.	20 & UNDER	341	9	37	28	42	33	52	62	40	38			
2.	21 - 30	378	20	28	40	29	41	60	61	48	51			
3.	31 - 40	114	1	3	9	11	8	38	19	15	10			
4.	41 & OVER	72	3	4	2	5	1	16	15	15	6			
IX	COMPUTER INPUT													
1.	SICL's	452	13	33	41	39	25	122	66	65	48			
2.	JOCL's	47	0	13	19	5	1	2	7	0	0			
X	REFERENCE													

NHSG - NON HIGH SCHOOL GRADUATES
 HSG - HIGH SCHOOL GRADUATES
 CM - COMPUTER MATCHED
 CA - COMPUTER ASSISTED
 NC - NON COMPUTER
 PRO - PROFESSIONAL
 SICL - SELF INTERVIEW CHECK LIST
 JOCL - JOB OUTLINE CHECK LIST

[illegible]